

FOR

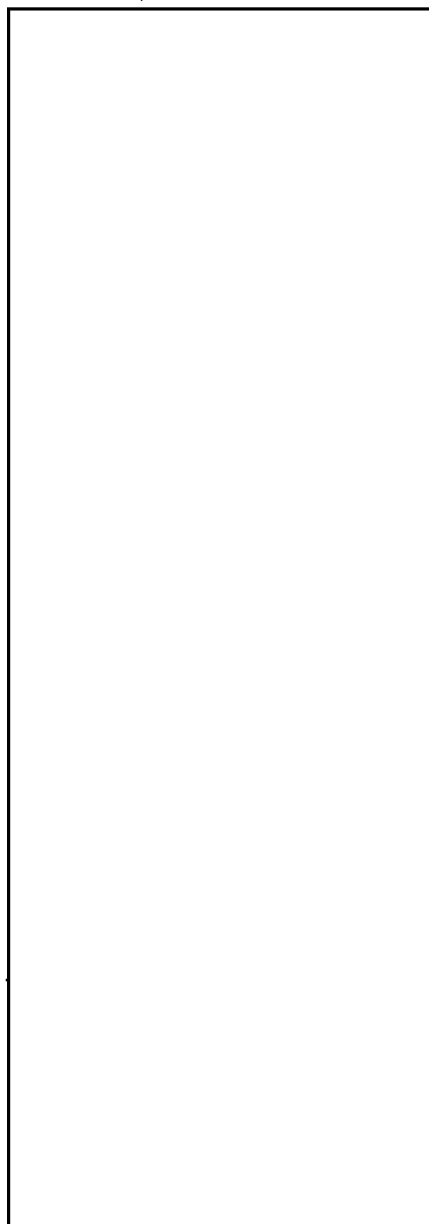
AUGUST 1961

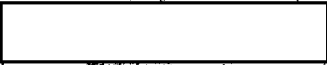
Completed Projects

GENERAL

Meetings on Records Management in the Office of Security:

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DD, O/S	Meeting on Automation in O/S (8 present)
DD/PPS	General introduction (invited to address h- staff meeting)
D/SRS	General introduction
C/PhySec	General introduction
C/PSD	General introduction
SA/ES	General introduction
C/AAS	Discussion of completed inventory of office files
C/A&TS	General introduction
C/SRD	Equipment and Procedures (5 items obtained for testing)
C/EAB	Overseas Forms
C/TrngBr	General O/S briefing
C/LogBr.	Procedures on equipment and forms
DDP/RMO	Standard Request Form for Security Clearan
RI/Trng	Briefing on 
RMS	Disposition of AAS chrono files

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SECRET

RECORDS DISPOSITION

Retired to Center

<u>CU. FT.</u>	<u>OFFICE</u>
2	DD/PPS
16	C/IRD
32	C/SRD
16	C/SRS

Destroyed

<u>CU. FT.</u>	<u>OFFICE</u>
30	SRD
20	NSO
6	A&TS Pers
4	A&TS Log

This disposal of 126 feet of records equals the emptying of 15 safes worth \$6,000.

EQUIPMENT and PROCEDURES

1. Approved issue of 6 pieces of records equipment:

2 Safes - New Building - Gate I and Receptionist. New installations.

2 Cabinets - IRD - Replaces Kardex Safe.

2 Rotary Indexes - A&TS - New Files

2. Delivered to SRD 5 pieces of sorting equipment for testing.

3. Delivered to SRD draft and chart of new case control procedures.

4. Completed inventory of AAS files as requested by

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FORMS MANAGEMENT

1. Approved reprint of O/S Form 1125-A and 640-B.

2. Helped SRD design new form for testing.

3. Sent WH, a supply of O/S Forms 444d

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Current Projects

Survey of Recurring Reports.

Revision of O/S Form 879, Outside Activities Request.

Help select equipment for SRD.

Retire old photos from Badge Office (over 300 feet).

Assist in purging of files in A&TS, Personnel Section.


Arrange orientation meetings with officials in IOS and IRD.

Draft announcement of Records Officer and Program in O/S.

Finish purging of AAS files and indexing procedures.

Attend one-week course on Automatic Data Processing.

Inventory of total records holdings in O/S.


Records Officer, Office of Security

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*Classified: O/Security***Office Memorandum • UNITED STATES GOVERNMENT**

TO :

DATE: *1 Sept 61*

FROM :

SUBJECT:

O/S ARO - File 9/17/61
Initial Report

*For your information.
Your comments and advice
are requested -*

Final